

Classroom Behavior Data Setup Checklist

Back-to-School Organization Guide

Data Station Setup

Create multiple data stations around your classroom for 3-second access:

- & Teacher desk station: clipboard, pen, current data sheets
- & Small group table station: duplicate materials
- & Door/transition area station: quick tally sheet
- & Digital backup: tablet/phone with data app accessible

Materials Organization

- & Color-coded folders for each student with behavior plan
- & Laminated behavior definition cards at each station
- & Weekly data sheet rotation system established
- & End-of-day filing procedure documented
- & Backup supplies (pens, blank sheets) stocked

Para/Substitute Readiness

- & Visual guide for data collection procedures
- & Simple tally methods for common behaviors
- & Contact information for questions
- & Sample completed data sheet for reference

Digital Systems

- & Data collection app installed and tested
- & Quick-access icon on home screen
- & Offline mode verified and working
- & Charging station in accessible location
- & Login credentials documented securely

The 3-Second Test

From anywhere in your classroom, you should reach data collection tools in 3 seconds.

Test locations:

- & From teacher desk: _____ seconds
- & From small group area: _____ seconds
- & From classroom door: _____ seconds
- & From student work stations: _____ seconds

